

Department of Health & Welfare Bureau of Facility Standards Residential Care or Assisted Living Checklist	Version Date: 5/06 Page 1 of 2 Checklist #2	
Functional Area: Administrator	Yes = In Compliance No = Further Action Needed	
Objective: The facility Administrator makes sure residents receive safe and adequate care.		
Specific Criteria	Yes	No
Requirements: IDAPA 16.03.22.215		
1. Does the facility have an Administrator licensed by the Board of Occupational Licensing? {IDAPA 16.03.22.215}		
2. Did the Administrator send in a plan of operation to the Department if she or he is in charge of more than one facility and has received a variance? {IDAPA 16.03.22.215}		
3. Does the Administrator assure all required policies and procedures are followed? {IDAPA 16.03.22.215.01}		
4. Is the Administrator present at the facility enough to provide for safe and adequate care for residents according to their NSA? {IDAPA 16.03.22.215.02}		
5. Is the Administrator or designee available to be on site within 2 hours? {IDAPA 16.03.22.215.02}		
6. Has the facility gone more than 30 days without an Administrator? If the administrator is going to be absent for 30 days, is another licensed administrator appointed? {IDAPA 16.03.22.215.03}		
7. Is there assurance the Administrator, his relatives or employees are not acting as legal guardian or power of attorney for any resident? {IDAPA 16.03.22.215.04}		
8. Does the Administrator assure residents are admitted or retained only when the facility is able to provide appropriate care? Does the Administrator assure the resident does not need services the facility is not licensed for, or can not provide or arrange for? {IDAPA 16.03.22.215.05}		
9. Does the Administrator assure the facility has enough personnel with appropriate knowledge and skills to care for the residents? {IDAPA 16.03.22.215.05}		
10. Does the Administrator assure residents are not admitted or retained who require ongoing skilled nursing, or care not allowed in the facility, including residents: <ul style="list-style-type: none"> a. Who have a gastrostomy tube, arterial-venous shunt or supra-pubic catheter placed within the last 21 days? b. Who receive continuous total parenteral nutrition or intravenous therapy? c. Who require physical restraints, including bed rails, except a chair with locking wheels or a chair the resident can't get out of? d. Who are comatose unless a physician or authorized provider has determined the resident is likely to die within 30 days? (continued on next page)		

Specific Criteria	Yes	No
<ul style="list-style-type: none"> e. Who are on a mechanically supported breathing system except for those who use continuous positive airway pressure (CPAP)? f. Who have a tracheotomy and are not able to care for it independently? g. Who are fed by a syringe? h. Who have open, draining wounds and the drainage can't be contained? i. Who have Stage III or IV pressure ulcers? j. Who have any pressure ulcer that is not improving bi-weekly? k. Who have MRSA in an active stage? l. Who have physical, emotional, or social needs that are not compatible with other residents? m. Who are violent or a danger to themselves or others? n. If any resident needs a nurse, the Administrator must assure a licensed nurse is available to meet the resident's needs. o. If any resident needs assistance with ambulation, the Administrator must assure the resident resides on the first story unless the facility has a fire sprinkler system. p. The Administrator must assure no resident is admitted or retained who is not capable of self evacuation unless the facility has a fire sprinkler system. {IDAPA 16.03.22.152.05.a-g} 		
<p>11. Does the Administrator assure employees, visitors, or relatives are not allowed to live or work in the facility if they are on the sexual offender registry? {IDAPA 16.03.22.215.06}</p> <p>(Registry at: www.isp.state.id.us/identification/sex_offender/public_access.html)</p>		
<p>12. Does the Administrator assure adult protection and law enforcement are informed of suspected abuse, neglect or exploitation? {IDAPA 16.03.22.215.07}</p>		
<p>13. Does the Administrator assure procedures for investigation of allegations of abuse, neglect and exploitation are implemented? {IDAPA 16.03.22.215.08}</p>		
<p>14. Does the Administrator assure the Bureau of Facility Standards is notified of reportable incidents? {IDAPA 16.03.22.215.09}</p> <p>(RALF Reporting Hotline (208) 364-1883)</p>		
<p>15. Does the Administrator assure in writing that one person can act in his absence?</p> <p>Is this person:</p> <ul style="list-style-type: none"> a. Knowledgeable of facility operations? b. Knowledgeable of resident needs? c. Knowledgeable of emergency procedures and equipment? d. Knowledgeable about how to reach the Administrator in case of an emergency? {IDAPA 16.03.22.215.10} 		
<p>16. Is the Administrator or designee reachable and available at all times? {IDAPA 16.03.22.215.11}</p>		
<p>17. Does the Administrator ensure personnel who provide hands-on care are 18 years of age or over, or that they have completed a Certified Nursing Assistant (CNA) course? {IDAPA 16.03.22.215.12}</p>		

The check lists can be used as a quality improvement tool and are offered as a helpful guide.

They do not take the place of the rule requirements.

It is highly recommended that the check lists be used in conjunction with the rules themselves.